



United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number
B-08

☐ Original ☒ Amendment Number: 1

Contract Number

EP-C-08-010

Contract Period 12/16/08 - 11/30/09
Base Period

Title of Work Assignment
Products and Outreach Activities for Advanced
Monitoring Technologies

Contractor
Scientific Consulting Group, Inc.

Specify Section and Paragraph of Contract SOW
2.2, 2.3

Purpose: ☐ Work Assignment Initiation ☐ Work Assignment Close-Out
☒ Work Assignment Amendment ☐ Incremental Funding
☐ Work Plan Approval

Periods of Performance

From: CO Approval To: 11/30/09

Comments:

Request revised work plan and cost estimate. See attached changes.

☐ Superfund Accounting and Appropriations Data

☒ Non-Superfund

DC (Max 6)	Budget Appropriation (FY) Code (Max 6)	Budget Org/Code	Program Element	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1									
2									
3									
4									
5									

Authorized Work Assignment Ceiling

Contract Period: 12/16/08 - 11/30/09

Cost/Fee

LOE

Previously Approved

966

This Action

966

Total

Work Plan / Cost Estimate Approvals

Contractor WP Dated

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name
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J. McKerman 9/29/09
(Signature) (Date)

Branch/Mail Code ORD/NRMRL/MS208

Phone Number 513-589-7415

Fax Number

Project Officer Name

Verla Sutton-Busby

Verla Sutton-Busby 9/25/09
(Signature) (Date)

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Other Agency Official Name

Branch/Mail Code :

Phone Number

FAX Number

Contracting Official Name

Renita Tyus

(Signature)

Renita Tyus 9/29/09
(Signature) (Date)

Branch/Mail Code CPOD

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Contractor Acknowledgment of Receipt and Approval of Workplan (Signature and Title)

Date

AMENDMENTS TO THE PERFORMANCE WORK STATEMENT

EPA Contract Number: EP-C-08-010

Contractor: Scientific Consulting Group, Inc. (SCG)

EPA Work Assignment Number: B-06 Amendment 1

TITLE: Products and Outreach Activities for Advanced Monitoring Technologies

PERIOD OF PERFORMANCE: Date of Issuance through November 30, 2009

ESTIMATED LEVEL OF EFFORT: 966 Hours

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Changes to the original WA are as follows.

Under section 3. TASKS:

Task 1: Document preparation and writing

The Contractor shall compile the verification results for the technologies tested and prepare **reports and presentations** in the appropriate format for stakeholders as well as local, state, regional, and Federal officials. **Products also include a technology brief such as those on the Environmental Technology Verification (ETV) Internet site (1 page overview document on RFID technology), and a technology assessment (see Appendix for definition). The technology assessment would be an overview document that provides the state of the art in RFID, and stress the impacts of RFID on shipping hazardous materials (best practice for hazardous waste shippers, advantages, etc.).** Table 1 lists the outreach activities to be conducted, based on EPA’s initial estimate of their order of importance (most important first). Products shall be prepared in both English and Spanish language versions.

Task 2: Outreach/Data dissemination activities

The contractor shall perform other outreach activities to provide wider dissemination of the verification results, including presentations, **trade or** technical conferences, webinars for interested stakeholders, informational meetings/training sessions, and the generation and distribution of materials (e.g., **invitations to the sessions, announcement, links, etc.**). **It is projected that between 60-120 individuals per event would attend.** The contractor shall provide all necessary organizational and meeting facilitation/coordination support needed to perform the outreach activities. EPA assumes that Region 6 **and 9** will assist the contractor in identifying locations/venues for the outreach activities, identifying potential attendees and speakers, coordinating with government agencies and regional partners, and other activities associated with planning for and performing the outreach activities. These activities will include travel to **locations along the U.S./Mexican border (3 of the following: Laredo, Texas; El Paso, TX; San Diego, CA; or Monterey, Mexico).** **The trade or technical conference/meeting presentation would be an abbreviated version of the material that would be presented at the informational meetings/training sessions/webinars, on the order of 20-30 PowerPoint slides.** The contractor shall also develop outreach materials, such as PowerPoint presentations and agendas needed for specific outreach activities. The contractor shall distribute and collect training session evaluation forms to determine the usefulness of the outreach activities, and to improve future activities. Upon completion of the outreach activities, a report shall be prepared summarizing the findings from the evaluation forms received from attendees of the informational meetings/training sessions/webinars. Table 1 lists the outreach activities to be conducted, based on EPA’s initial estimate of their order of importance (most important first). The appropriate outreach activities and materials will be determined after results from the verification tests are received. Products shall be prepared in both English and Spanish language versions.

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Table 1. Products and outreach activities/materials.

3 - Informational meetings/training sessions/webinars to state, local, regional, and Federal staff as well as technology developers, highway transport associations, enforcement/compliance officials and other interested/affected parties

1 – Power Point slide presentation for a trade or technical conference/meeting (no travel)

1 - Report based on attendees evaluation forms received from the informational meetings/training sessions/webinars

1 - Technology brief

1 - Technology assessment

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Table 2. Products and outreach activities/materials with milestones and timelines. All milestones and timelines are contingent on the work plan being approved.

Products and Outreach activities/materials	Milestone	Timeline
Informational meetings/training sessions/webinars	Location identified	1.5 months prior to activity
	Announcement	1.5 months prior to activity
	Invitations to guests	1.5 months prior to activity
	Agenda	1 month prior to activity
	Submit draft presentation	1 month prior to activity
	Submit final presentation	2 weeks prior to activity
	Coordinate webinar with meetings/sessions	As appropriate
Preparation of presentation for trade or technical conference/meeting	Abstract	Defined by conference, submit abstract to WA COR 2 weeks prior to due date
	Submit draft presentation	1 month prior to meeting
	Submit final presentation	2 weeks prior to meeting
Report based on attendee evaluation forms from informational meetings/training sessions/webinar	Submit draft version	4 weeks after outreach activities are complete
	Submit final peer reviewed version	6 weeks after outreach activities are complete
Technology brief	Submit draft version	3 months after verification report is complete
	Submit final peer reviewed version	4 months after verification report is complete
Technology assessment	Submit draft version	3 months after verification report is complete
	Submit final peer reviewed version	4 months after verification

		report is complete
Progress reports with expenditure estimates	Include the status of the products, ideas for outreach activities and materials	Shall be delivered each month

Under section 7. TRAVEL:

Per the contract clause Local LC-31-08, Approval of Contractor Travel, any non-local travel directly chargeable to this work assignment shall be submitted and approved by the Project Officer COR prior to the travel. **Contractor travel shall occur as needed via technical direction as part of WA outreach activities, such as presentations at conferences and travel to the U.S./Mexican border states.**